

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2012-065 Issue Date: 06-06-12 Closing Date: 06-20-12

Bookkeeper IV
Human Services Administration/Youth Intervention
Department of Health & Human Services
Hourly Wage: DOQ/Part-Time/Regular

The employee occupying this position provides highly responsible, complex and specialized bookkeeping, accounting and technical assistance services for the programs of the Youth Intervention for Alcohol Related Crimes and Domestic Violence Program Enhancement thru Department of Justice and Human Services Administration. The incumbent is responsible for the establishment and maintenance of internal controls for finance, personnel, purchasing of equipment, supplies and services and inventory facilities. Will ensure each fiscal transaction is in compliance with applicable tribal, federal and/or state laws, regulations, grant or contract requirements, policies and procedures. Maintains and reconciles the cuff accounts to general ledger. An accessible filing system for contracts/grants/tribal programs for purchase orders, travel authorizations, cuff accounts, journal entries, invoices, cash receipts and correspondence will be maintained. This position will assist the Accountant I with budget preparation of the previous programs and any Human Services Department programs for present and future fiscal years.

Knowledge, Skills and Abilities:

- Knowledge of governmental bookkeeping/accounting principles, procedures and policies.
- Knowledge of Yakama Nation grants and contracts policies and procedures.
- Knowledge of general ledger accounting system.
- Knowledge of Yakama Nation financial documents such as purchase orders, payroll actions, travel authorizations, time sheets, computer printouts.
- Knowledge and understanding of JD Edwards Financial Accounting System.
- Knowledge of and ability to use computers and software (ex. MS Word, MS Excel).
- Ability to create and format various spreadsheets and worksheets for program reports.
- Ability to effectively work with the public in a courteous and professional manner.
- Ability to research problems areas in various programs and provide solutions.
- Ability to communicate effectively in both oral and written form.
- Ability to research or provide technical assistance in preparation of workshops or training.
- Ability to forecast future financial documents.
- Ability to maintain a good working relationship with vendors, general public, federal and state agencies, and all Yakama Nation programs.

General Recruiting Indicators:

- Three years of progressively responsible bookkeeping responsibilities with experience in contract/grants or tribal accounting/bookkeeping work experience, **OR** Two years of college-level courses in accounting.
- Required to pass a criminal background check.
- Required pre-employment drug and alcohol test.